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ABSTRACT

This document consists of a learning activity packet (LAP) for the student and an instructor's guide for the teacher. The LAP is intended to acquaint occupational home economics students with efficient table clearing and cleaning duties. Illustrated information sheets and learning activities are provided in these areas: table clearing and cleaning procedures, and removing tableware, food, and linen after service. The instructor's guide begins with an instructional matrix in which the information sheets and written activities contained in the LAP and the written test items included in the instructor's guide are cross-referenced to the knowledge objectives addressed by the materials. This is followed by a series of notes to instructors on the LAP series and suggested instructional procedures for use in conducting individual and group enrichment activities. A unit test and answer key are included. (MN)

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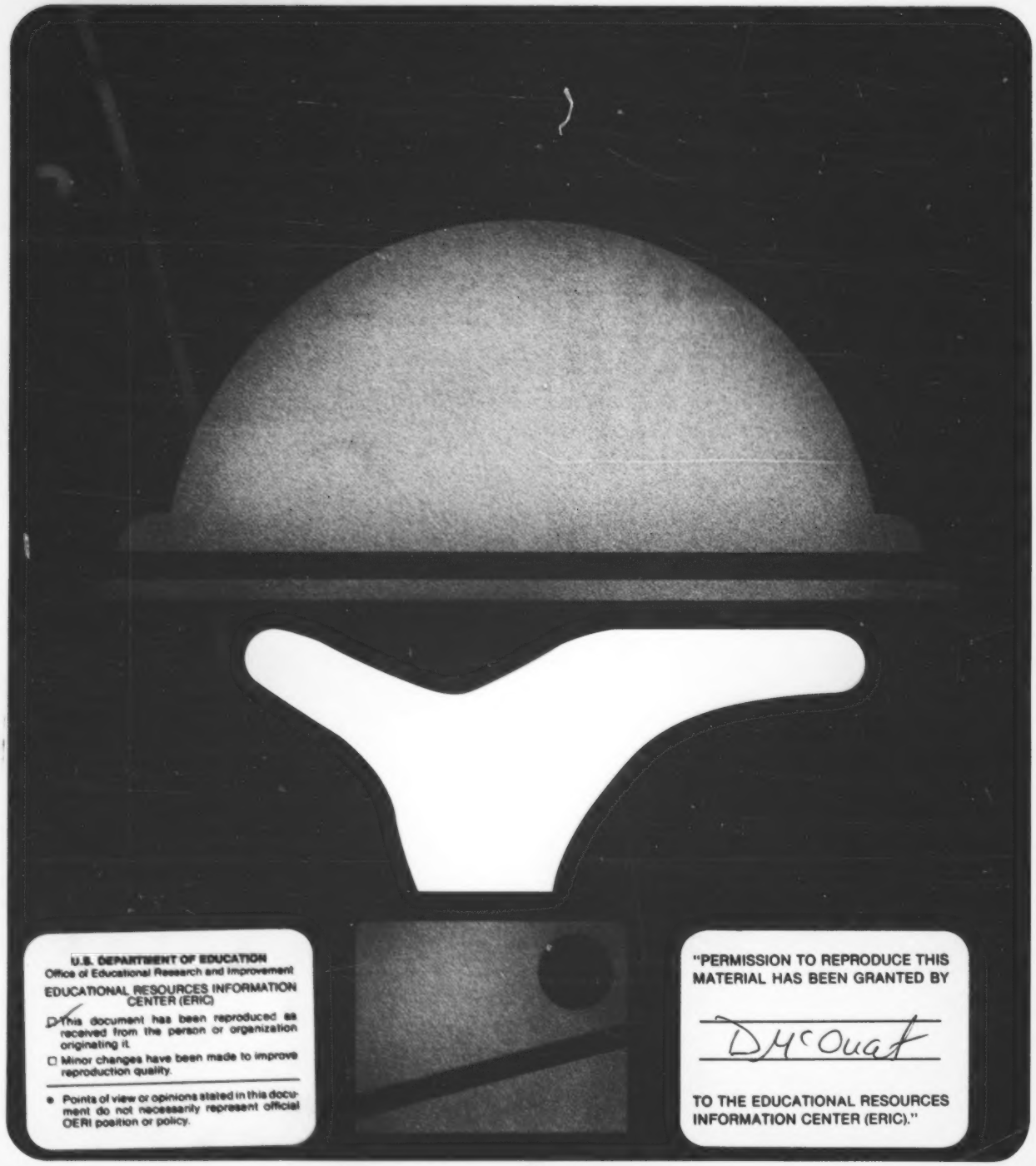
LEARNING ACTIVITY PACK

8.1c

SECTION 8

Dining Room Service/ Clearing and Cleaning Tables

Related Services



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LEARNING ACTIVITY PACKET

8.1c

SECTION 8

Dining Room Service/ Clearing and Cleaning Tables

Related Services

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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These materials are endorsed for use in training commercial foods and culinary arts workers by the **Florida Restaurant Association's Education Foundation.**

Purpose and Contents

Purpose

The purpose of LAP 8.1c is to describe efficient table clearing and cleaning duties. These duties are performed during service and after service, that is, while the guests are enjoying their food and after the guests have departed. These duties differ from one food-service establishment to another. You should learn and follow the policies of your establishment.

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Introduction 2

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Introduction

Written Test

You will be able to pass the written test for LAP 8.1c when you can successfully complete the following:

1. Match a list of vocabulary words with their definitions. (All 5 must be correct.)
2. Identify true/false statements about table clearing and cleaning procedures. (At least 6 out of 7 must be correct.)
3. Show the correct placement of tableware on a service tray. (All 10 items must be correct.)

If you feel you know enough to pass the written test for LAP 8.1c before studying it, talk with your instructor.

Skills Test

You will be able to pass the skills test for LAP 8.1c when you complete the following successfully:

1. Clear and clean a table during service.
2. Remove dinnerware, food, and linen after service.

REMEMBER . . . your final performance will also be judged on how well you

- organize your work area for efficient production before starting,
- follow the steps correctly in the right order, and
- clean your work area when you are finished.

If you feel you already know enough to pass the skills test for LAP 8.1c before practicing the skills, talk with your instructor.

Learning Steps

To help you complete the objectives for this LAP, you should follow these learning steps in order. There are two kinds of activities you will be asked to do.

Written activities will prepare you for the **written test**. They should all be done on a separate sheet of paper. The answers for these activities are in the back of this LAP. **Do not write in this LAP!**

Practice Checklist activities will prepare you for the **skills test**. These will be done in the kitchen or dining area. Check with your instructor before beginning these activities.

1. Read and study **Information Sheet 1**: Vocabulary.
2. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.

Introduction (continued)

3. Read and study **Information Sheet 2**: Table Clearing and Cleaning Procedures.

4. Complete **Activity 2A**: Table Clearing and Cleaning Procedures. Check your answers.

5. Complete **Activity 2B**: Practice Checklist—Clean Up Table Spills during Service.

6. Complete **Activity 2C**: Practice Checklist—Replace Used Ashtrays during Service.

7. Complete **Activity 2D**: Practice Checklist—Crumb a Table during Service.

8. Complete **Activity 2E**: Practice Checklist—Remove Soiled Dinnerware during Service.

9. Complete **Activity 2F**: Practice Checklist—Remove Miscellaneous Items during Service.

10. Complete **Activity 2G**: Practice Checklist—Remove Condiments during Service.

11. Read and study **Information Sheet 3**: Removing Tableware, Food, and Linen after Service.

12. Complete **Activity 3A**: Practice Checklist—Remove All Tableware from Table.

13. Complete **Activity 3B**: Practice Checklist—Remove Soiled Linen or Paper Goods from Table.

14. Complete **Activity 3C**: Practice Checklist—Return Food from Buffet Table to Kitchen.

15. Complete **Activity 3D**: Loading a Service Tray. Check your answers.

16. Get **Written Test 8.1c** from your instructor and complete it. If you are successful, go on to step 17; if not, talk with your instructor.

17. Have your instructor evaluate you on **Skills Test 8.1c**. If you are successful, you have completed this LAP; if not, talk with your instructor.

Information Sheet 1
Vocabulary

The words below are used in this LAP. If you understand these words at the beginning, it will help you understand the skills and procedures explained in this LAP. Study this vocabulary list, and then check your understanding by completing Activity 1.

1. **condiments**—seasonings or relishes for food; salt, pepper, catsup, and salad dressing are condiments

2. **crumbing**—sweeping crumbs or loose particles of food from the table before serving the dessert course; use a folded clean napkin and gently sweep crumbs onto a plate or into your hand

3. **receptacle**—a container

4. **service tray**—a large tray for transporting food and tableware between the kitchen and the dining room

5. **tableware**—dishes, plates, knives, forks, and spoons

Activity 1
Matching Vocabulary Words

Directions

On a separate sheet of paper, write each vocabulary word and then write the correct definition chosen from the list below.

DO NOT WRITE IN THIS LAP

Vocabulary Words

1. **condiment** _____
2. **crumbing** _____
3. **receptacle** _____
4. **service tray** _____
5. **tableware** _____

Definitions

Dishes, knives, forks, and spoons used at the table for meals

A tray on which food and dishes are transported between the kitchen and dining room

A seasoning or relish for food, such as salt and pepper, salad dressing, or catsup

A container, such as are used for soiled linen, paper, or tableware

The process of sweeping loose food particles onto a plate or into your hand with a clean, folded napkin or cloth to make the table look neat before the dessert is served

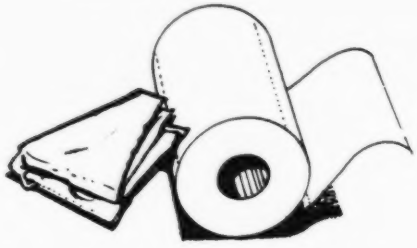
Check your answers in the back of this LAP. If you missed any, review Information Sheet 1.

Information Sheet 2
Table Clearing and Cleaning Procedures

How to Clean Table Spills during Service

Follow these steps when a spill occurs at the table during service:

1. Take a damp towel, a dry towel, and a clean napkin to the table.
2. Wipe up the spill with the damp towel. This will help avoid a stain.
3. Wipe the area you have just cleaned with the dry towel to remove excess liquid.
4. Cover the area of the spill with the clean, dry napkin.
5. If the area of the spill is very large, you will need to remove and replace the tablecloth. To remove a tablecloth during service, follow these steps:
   a. Move all dishes and other items on the table (ashtrays, condiments, tableware) to one side of the table. Then fold the cleared half of the tablecloth to the middle of the table.
   b. Place a folded, clean tablecloth over the cleared half of the table and gently gather the top part of the cloth at the center of the table.
   c. Move all the dishes and other items to the half of the table with the clean tablecloth in place.
   d. Remove the soiled tablecloth completely.
   e. Pull the clean tablecloth across the rest of the table.
   f. Return all the dishes and other items on the table to their original places.



How to Replace Soiled Ashtrays during Service

Follow these steps when you want to replace used ashtrays at the table without disturbing the guests:

1. Pick up the used ashtrays from the table. Make as little noise as possible. Do not disturb the guests.
2. Empty the ashtrays in an approved place. Follow the policy of your establishment to avoid fires.
3. Wipe ashtrays with a damp cloth and dry with a paper towel.
4. Return ashtrays to table.

Note: Clean ashtrays frequently.

Information Sheet 2 (continued)
Table Clearing and Cleaning Procedures

How to Crumb a Table during Service

To crumb the table during service, follow these steps:

1. Fold a clean napkin in half.
2. Sweep crumbs or other food particles from the table onto a clean dish or into the palm of your hand.

Note: Be careful not to sweep crumbs onto the floor.

3. Work quickly and do not disturb guests.

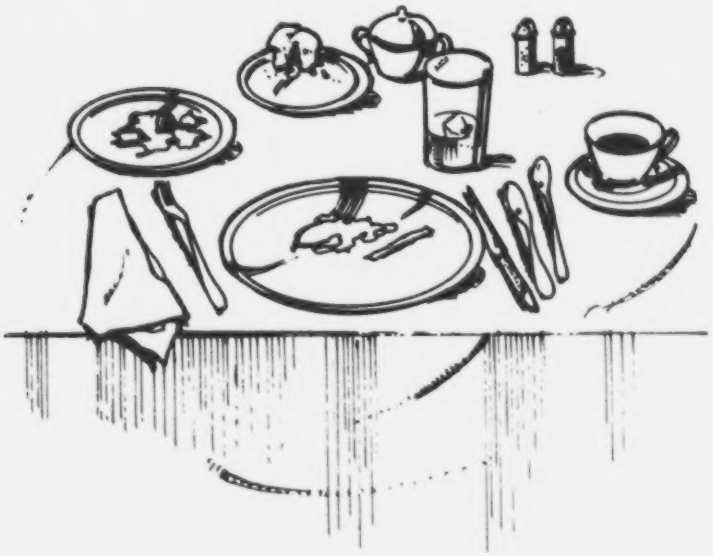
How to Remove Soiled Dinnerware during Service

To clear a table before serving dessert, follow these steps:

1. Bring a service tray to a stand near the table. Remove items from the table and arrange them on the tray for return to the kitchen.
2. First remove bread baskets, salt and pepper shakers, condiments, and other service items that are no longer needed.
3. Start with the host or hostess and proceed around the table in a counterclockwise direction, removing each guest's plates and glasses in turn.
4. Remove the entree plate first, then the salad plate, any other side-dish plate, and finally the bread-and-butter plate.
5. Unless a guest wants a refill, remove empty beverage glasses *except for* water glasses. Water glasses should be refilled. Hot tea and coffee cups should be left at the table through the dessert course. Offer refills.

Information Sheet 2 (continued)
Table Clearing and Cleaning Procedures

6. Crumb the table.
7. Work quietly. Do *not* scrape dishes at the table.
8. Stack soiled dishes on the service tray and remove loaded tray to the dishroom for cleaning.



How to Clear Miscellaneous Items during Service

To keep the table cleared of miscellaneous items during service, follow these steps:

1. Pick up empty sugar packets, butter papers, and so on, from the table and put them on a service tray.

Note: Do not remove used paper napkins until after service.

2. Remove empty salt and pepper packets, straw wrappings, and so on, after use.
3. Remove paper items from ashtrays, then clean and replace ashtrays on the table.
4. Work as quietly as possible and do not disturb the guests.

Information Sheet 2 (continued)
Table Clearing and Cleaning Procedures

How to Clear Condiments from Table during Service

To remove condiments from the table during service, follow these steps:

1. Remove the condiment containers quietly, without disturbing guests.
2. Be sure to remove condiments such as salad dressing, steak sauce, mustard, and so on, from the table before the dessert course is served.
3. Place condiments on service tray and remove to storage area.
4. Clean the condiment bottles or containers with a damp cloth before storing.
5. If there are spill or stains on the table, wipe them up or replace the tablecloth as instructed on page 6.

Activity 2A
Table Clearing and Cleaning Procedures

Directions

Read each statement below. **On a separate sheet of paper**, write out each true statement. Do not copy any statements which are false.

Dishes should not be scraped at the table during service.

Ashtrays should be cleaned and replaced on the table as often as necessary.

A dish towel should be used to crumb the table.

Center items should be removed first when clearing tables during service.

Used paper napkins are not removed until after service.

If a spill made during service covers a large area, it is best to put a new tablecloth over the soiled tablecloth.

Remove water glasses from the table before the dessert course.

Check your answers in the back of this LAP. If you missed any, review Information Sheet 2.

Activity 2B
Practice Checklist:
Clean Up Table Spills during Service

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the tools, equipment, or supplies you will need to practice this skill. FOLLOW THESE STEPS CAREFULLY. You may want to look at the information in this LAP to help you perform the task.

Steps

✔	
	1. Take a damp towel, a dry towel, and a clean napkin to the table.
	2. Wipe up the spill with the damp towel, so the spill does not leave a stain.
	3. Use the dry towel to wipe up excess water from the spill.
	4. Cover the spill with a clean, dry napkin.
	5. If the spill covers a large area of the table, remove the tablecloth and replace it with a clean cloth, using the following procedures: a. Move dishes and center items to one side of the table. Fold back the soiled cloth to the center. b. Place the fold of the clean tablecloth across the center of the table and pull gently over the edge of the table. c. Place dinnerware on the clean tablecloth. d. Remove soiled tablecloth and pull the clean tablecloth gently over the other edge of the table. e. Put each cover in place.

Activity 2C
Practice Checklist:
Replace Used Ashtrays during Service

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps	✔
1. Pick up the ashtrays from the table without disturbing guests.	
2. Empty the ashtrays in safe place.	
3. Wipe the ashtrays with damp cloth and dry with a paper towel.	
4. Return the ashtrays to the table.	

Activity 2D
Practice Checklist:
Crumb a Table during Service

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the tools and equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. Fold a clean napkin in half.
	2. Sweep food particles from table into your hand or onto a clean plate.
	3. Place crumbs on service tray. **Note**: Never sweep crumbs onto the floor.
	4. Work quietly and do not disturb guests.

Activity 2E
Practice Checklist:
Remove Soiled Dinnerware during Service

Directions

On a separate sheet of paper, write down the steps for this task. Then ask your instructor for the equipment, tools, or supplies you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in this LAP to help you perform the task.

Steps

✓	
	1. Place a service tray on a tray stand near the table.
	2. Remove bread basket, salt and pepper shakers, condiments, and other center items that are not needed first.
	3. Remove empty beverage glasses if guests do not want refills after the main course.
	4. Remove the main plate, then side plates, and finally the bread-and-butter plate.
	5. Remove dishes from guest's right side, using your right hand.
	6. Leave water glasses on the table until completion of service.
	7. Leave tea or coffee cups on the table through the dessert course.
	8. Crumb the table before serving dessert.
	9. Stack soiled dishes on the service tray and take the loaded tray to dishroom. **Caution**: Avoid injuries by using a good lifting technique to pick up a heavy tray.

DANGER

Note: Work quietly and efficiently. Never scrape dishes at the table. Do not disturb guests.

Activity 2F
Practice Checklist:
Remove Miscellaneous Items during Service

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✓	
	1. Pick up empty sugar packets and butter papers from the table and place them in a paper receptacle on service tray or cart.
	2. Remove empty salt and pepper packets, straw covers, and toothpick covers after use.
	3. Remove paper items from the ashtrays. Clean and dry the ashtrays.

Note: Do not remove used paper napkins until after service. Work quietly so you do not disturb guests.

Activity 2G
Practice Checklist:
Remove Condiments during Service

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. Remove the condiment containers.
	2. Remove condiments, such as salad dressings, steak sauce, and catsup from table before the dessert course is served.
	3. Place the condiment containers on the service tray and store.
	4. Clean the condiment containers with a damp cloth before storing.
	5. If there are condiment spills or stains on the table, remove them using correct procedures.

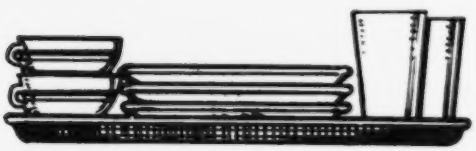
Note: Remove condiments from table quietly, without disturbing guests.

Information Sheet 3
Removing Tableware, Food, and Linen after Service

All of the procedures discussed here are performed only after service is completed and the guests have left the table.

How to Remove All Tableware

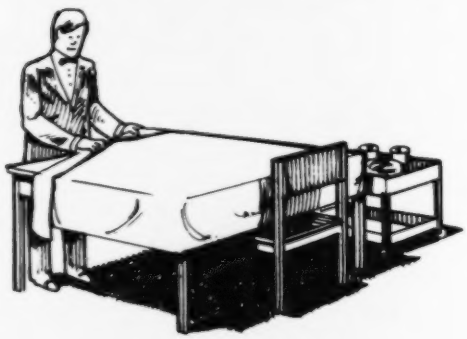
1. When the guests leave, take a damp towel, a dry towel, and a service tray to the end of the table to be cleared and cleaned.
2. Handle the dishes carefully and quietly.
3. Stack all heavy items such as plates in the center of the tray.
4. Pick up only one item at a time.
5. Stack all dishes in an orderly manner.
6. Place napkins in separate area on the tray.
7. Use a damp towel to clean out ashtrays.
   Note: Place tip in clean ashtray if you were *not* the server.
8. Use a clean, damp towel to wipe off the table and seats.
9. Take the loaded tray to the dishroom.



Information Sheet 3 (continued) Removing Tableware, Food, and Linen after Service

How to Remove Soiled Linen or Paper Goods

1. After guests have completed their meal and left the dining room, take service tray or bus cart to the table to be cleared.
2. Place used paper goods such as napkins, place mats, empty sugar packets, and straw covers on the service tray or cart and dispose of these in designated receptacles.
3. Remove soiled linen, using the correct procedures, and place them in the designated receptacle.



How to Return Food from Buffet Table to the Kitchen

1. Take the service tray or cart to the buffet table after completion of the service.
2. Remove the main foods (hot foods) which are served in chafing dishes onto mobile carts and return them to designated kitchen work areas.
3. Remove any secondary foods from the buffet table; this includes salads, breads, desserts, and condiments. Return these items to the designated kitchen work areas.
4. Remove any beverages from the buffet table and return them to the designated work area in the kitchen.
5. Wipe up all spills with a damp cloth or paper towel.

How to Load Service Tray with Soiled Dishes

1. Stack the plates and other heavy dishes in the center of service tray.
2. Separate the silverware and pile it on one side of the tray.
3. Place the glasses on one section of the tray.
4. Cups, beverage pitchers, creamers, and coffeepots are placed on the side of the tray. Coffeepot handles should be turned inward.
5. Linen should be placed to one side of the tray.
6. Unload everything carefully in the dishroom as directed.

Activity 3A
Practice Checklist:
Remove All Tableware from Table

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps

✔	
	1. When the guests leave, take a damp towel, a dry towel, and a service tray to the end of the table to be cleared and cleaned.
	2. Handle the dishes carefully and quietly.
	3. Stack all heavy items, such as plates, in the center of the tray.
	4. Pick up only one item at a time.
	5. Stack all the dishes in an orderly manner.
	6. Place the napkins in separate area on tray.
	7. Use a damp towel to clean out ashtray(s).
	8. Take a clean, damp towel and wipe off the table and seats.
	9. Take the loaded tray to the dishroom. **Caution**: Avoid injury by using a good lifting technique to pick up a heavy tray.

DANGER

Note: Place tip in clean ashtray if you were *not* the server.

Activity 3B

Practice Checklist: Remove Soiled Linen or Paper Goods from Tables

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the equipment you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

Steps	✔
1. After guests have completed their meal and left the dining room, take a service tray or bus cart to the table to be cleared.	
2. Paper goods such as napkins, place mats, empty sugar packets, and straw covers are removed to the service tray or cart and disposed of in designated receptacle(s).	
3. Remove the soiled linen using the correct procedures and place them in the designated receptacle(s).	

Activity 3C

Practice Checklist: Return Food from Buffet Table to Kitchen

Directions

Write down the steps for this task **on a separate sheet of paper**. Then, ask your instructor for the tools, equipment, and ingredients you will need to practice this skill. FOLLOW THE STEPS CAREFULLY. You may want to look at the information in the LAP to help you perform the task.

✔	**Steps**
	1. Take the service tray or cart to the buffet table after completion of service.
	2. Remove hot foods in chafing dishes onto mobile carts and return them to designated kitchen work areas.
	3. Remove any secondary foods from the buffet table. This includes salads, breads, desserts, and condiments. Return these items to the designated kitchen work areas.
	4. Remove any beverages from the buffet table and return them to the designated work area in the kitchen.
	5. Wipe up all spills with a damp cloth or paper towel.

Activity 3D
Loading a Service Tray

Directions

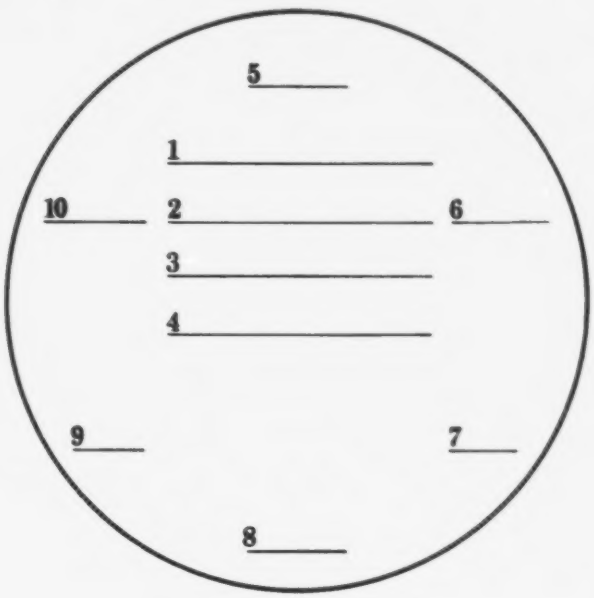
On a separate sheet of paper, draw a circle like the one below. This represents a service tray. Write the numbers and lines just as they are in the illustration. Then, write the letter of the service piece where it should be loaded on the service tray.

DO NOT WRITE IN THIS LAP

Service Pieces

a. dinner plate
b. saucer
c. cup
d. water glass
e. salad plate
f. dessert plate
g. linen
h. silverware
i. coffeepot
j. beverage pitcher

Service Tray



Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Answer Keys for Written Activities

Activity 1:
Matching Vocabulary Words

Vocabulary Words

1. **condiment**—a seasoning or relish for food, such as salt, pepper, salad dressing, or catsup.
2. **crumbing**—sweeping loose food particles onto a plate or your hand with a clean, folded napkin to make the table look neat before the dessert is served.
3. **receptacle**—a container, such as are used for soiled linen, paper, or tableware.
4. **service tray**—a tray on which food and dishes are transported between the kitchen and dining room.
5. **tableware**—dishes, knives, forks, and spoons used at the table for meals.

Activity 2A:
Table Clearing and Cleaning Procedures

The following statements are *true*:

Dishes should not be scraped at the table during service.

Ashtrays should be cleaned and replaced on the table as often as necessary.

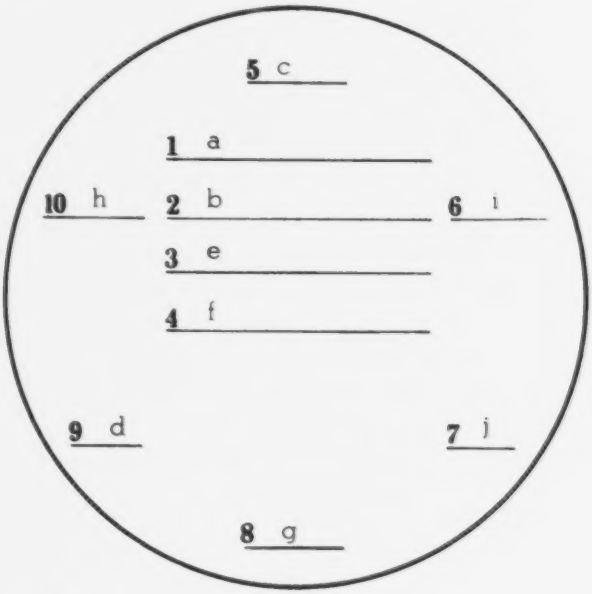
Center items should be removed first when clearing tables during service.

Used paper napkins are not removed until after service.

Answer Keys for Written Activities (continued)

Activity 3D:
Loading a Service Tray

Service Tray



State of Florida
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Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
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Division of Vocational, Adult, and Community Education

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INSTRUCTOR'S GUIDE
LAP
8.1c

Dining Room Service/ Clearing and Cleaning Tables

Related Services

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Instructional Matrix

Directions If you want to use only part of the materials in this LAP, use this matrix to help you select what you need.

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Knowledge Objectives	**Information Sheets**	**Written Activities**	**Written Test Items**
1. Match a list of vocabulary words with their correct definitions. (All 5 must be correct.)	1: Vocabulary	1: Matching Vocabulary Words	I: 1-5
2. Identify correct statements about table clearing and cleaning procedures. (At least 6 out of 7 must be correct.)	2: Table Clearing and Cleaning Procedures	2A: Table Clearing and Cleaning Procedures	II: 1-7
3. Illustrate the correct placement of items on a service tray. (All items must be placed correctly.)	3: Removing Tableware, Food, and Linen after Service	3D: Loading a Service Tray	III: 1-10
Skill Objectives	**Information Sheets**	**Practice Checklists**	**Skills Test Items**
1. Clear and clean tables during service.	2: Table Clearing and Cleaning Procedures	2B: Clean Up Table Spills during Service 2C: Replace Used Ashtrays during Service 2D: Crumb a Table during Service 2E: Remove Soiled Dinnerware during Service 2F: Remove Miscellaneous Items during Service 2G: Remove Condiments during Service	I: 1-5

Instructional Matrix (continued)

Skill Objectives	Information Sheets	Practice Checklists	Skills Test Items
2. Remove food, tableware, and linen after service.	3: Removing Tableware, Food, and Linen after Service	3A: Remove All Tableware from Table 3B: Remove Soiled Linen or Paper Goods from Table 3C: Return Food from Buffet Table to Kitchen	II: 1-4

Notes to the Instructor

General Notes

This is the third of three LAPs about dining-room services. In this LAP, the student is instructed on methods of clearing tableware, linen, food, and center items both during service and after service.

OPPS/V-TECS and Career MAP

There are no Florida **OPPS** (Occupational Proficiency Performance Standards), Florida/**V-TECS** (Vocational-Technical Education Consortium of States), or Career MAP (Career *M*erit *A*chievement *P*lan) competencies covered by this LAP.

Special Needs

The following materials, which are related to and/or cover this subject, can be used for students who are educable mentally retarded/handicapped (EMR/EMH) or academically disadvantaged as an alternative to or in addition to this LAP.

Series: Career Related Instruction (CRI)
Occupational Cluster: Food Preparation and Service
Titles: *How Do You Bus a Table?*
How Do You Dismantle a Table?

Suggested Instructional Procedures

Individual Instruction

If you choose to have student(s) use this LAP as a self-paced, self-instructional unit, have the student(s) follow the learning steps in the LAP, as listed below.

Learning Steps in LAP 8.1c

1. Read and study **Information Sheet 1**: Vocabulary.
2. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.
3. Read and study **Information Sheet 2**: Table Clearing and Cleaning Procedures.
4. Complete **Activity 2A**: Table Clearing and Cleaning Procedures. Check your answers.
5. Complete **Activity 2B**: Practice Checklist—Clean Up Table Spills during Service.
6. Complete **Activity 2C**: Practice Checklist—Replace Used Ashtrays during Service.
7. Complete **Activity 2D**: Practice Checklist—Crumb a Table during Service.
8. Complete **Activity 2E**: Practice Checklist—Remove Soiled Dinnerware during Service.
9. Complete **Activity 2F**: Practice Checklist—Remove Miscellaneous Items during Service.
10. Complete **Activity 2G**: Practice Checklist—Remove Condiments during Service.
11. Read and study **Information Sheet 3**: Removing Tableware, Food, and Linen after Service.
12. Complete **Activity 3A**: Practice Checklist—Remove All Tableware from Table.
13. Complete **Activity 3B**: Practice Checklist—Remove Soiled Linen or Paper Goods from Table.
14. Complete **Activity 3C**: Practice Checklist—Return Food from Buffet Table to Kitchen.
15. Complete **Activity 3D**: Loading a Service Tray. Check your answers.
16. Get **Written Test 8.1c** from your instructor and complete it. If you are successful, go on to step 17; if not, talk with your instructor.

Suggested Instructional Procedures (continued)

17. Have your instructor evaluate you on **Skills Test 8.1c**. If you are successful, you have completed this LAP; if not, talk with your instructor.

Group Instruction

If you choose to use this LAP as a unit of instruction for more than one student, the following teaching steps are suggested.

Teaching Steps for LAP 8.1c

1. Introduce the subject of table clearing and cleaning.
2. Discuss the objectives of LAP 8.1c.
3. Discuss the vocabulary words with the group.
4. Have the group complete **Activity 1**: Matching Vocabulary Words. Review **Information Sheet 1**, if necessary.
5. Have the students read and study **Information Sheet 2**: Table Clearing and Cleaning Procedures. Demonstrate the skills. Have the students practice the skills, and then have them complete **Activities 2A** through **2G**. Evaluate their work.
6. Have the students read and study **Information Sheet 3**: Removing Tableware, Food, and Linen after Service. Demonstrate the skills. Have the students practice the skills. Then have the students complete **Activities 3A** through **3D**. Evaluate the results.
7. Give the students **Written Test 8.1c**. Evaluate the results, using the Answer Key in this Instructor's Guide. Make special arrangements for those who do not master this unit.
8. Use **Skills Test 8.1c** to evaluate each student. Assign students who do not master tasks satisfactorily to practice more, with some assistance.

Additional Instructional Activities/Enrichment

Activities

1. Role-play clearing and cleaning tables during and after service.
2. Have students plan an informal buffet and clear the buffet tables using the procedures they were taught in the LAP.
3. Visit a nearby cafeteria to observe procedures used for clearing tables after service.
4. Visit a restaurant and observe procedures used to clear and crumb tables during service.

Written Test 8.1c

I. Matching Vocabulary Words

Directions

Match each of the vocabulary words with the correct definition from the list below. Write the letter of the correct definition in the blank beside each word.

Vocabulary Words

_____ 1. **tableware**

_____ 2. **crumbing**

_____ 3. **receptacle**

_____ 4. **condiment**

_____ 5. **service tray**

Definitions

a. the process of sweeping loose particles from a table; performed before dessert is served

b. dishes, knives, forks, and spoons

c. seasoning, relish

d. tray for transporting food and dishes between dining room and kitchen

e. container

f. place mat

g. scraping burned surface from toast

h. tray used when catering religious services

Written Test 8.1c (continued)
II. Table Clearing and Cleaning Procedures

Directions

Read each of the following statements carefully. If the statement is true, write the letter T in the blank beside the statement. If the statement is false, write the letter F in the blank.

_____ 1. Water glasses should remain on the table throughout service.

_____ 2. It is a good idea to scrape leftover food from dishes as you pick them up at the table.

_____ 3. Remove items such as condiment containers, bread basket, and salad dressings first when clearing table during service.

_____ 4. Replace used paper napkins frequently during service.

_____ 5. Use a neatly folded place mat to crumb the table before dessert.

_____ 6. Allow miscellaneous items such as straw wrappers or cellophane from crackers to pile up on the table during service. Later, pile all the litter in the ashtray.

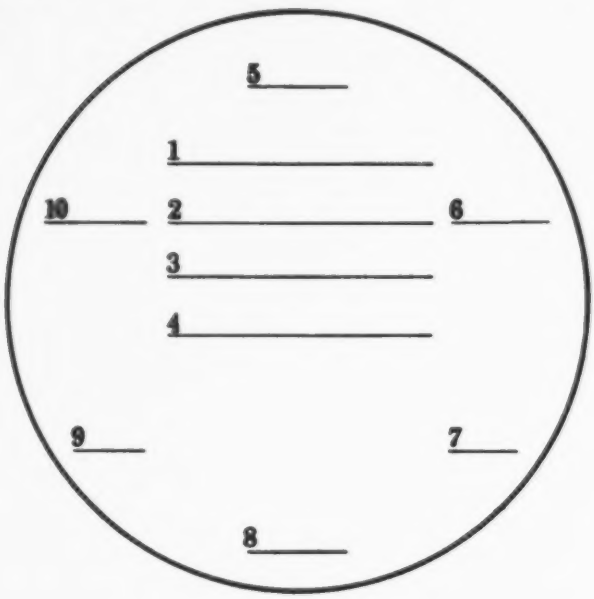
_____ 7. To clear, move around the table clockwise, starting with the host or hostess.

Written Test 8.1c (continued)
III. Loading a Service Tray

Directions

The illustration below represents a **service tray**. In each blank on the tray, write the letter of the **service piece** that would be put in that place to load the service tray correctly. Use each letter only once.

Service Tray



Service Pieces

a. dinner plate
b. saucer
c. cup
d. water glass
e. salad plate
f. dessert plate
g. linen
h. silverware
i. coffeepot
j. beverage pitcher

Answer Key for Written Test

Each section in the Written Test covers one objective and, therefore, should be evaluated separately. Criteria for evaluating each section are suggested below.

I. To master this objective, the student should answer all 5 correctly.

1. b
2. a
3. e
4. c
5. d

II. To master this objective, the student should answer 6 out of 7 correctly.

1. T
2. F
3. T
4. F
5. F
6. F
7. F

III. To master this objective, the student should answer all 10 correctly.

1. a
2. b
3. e
4. f
5. c
6. i
7. j
8. g
9. d
10. h

Skills Test 8.1c
Clearing and Cleaning Tables

Student's Name _____ Date _____

The Student Can:	Yes	No
I. Clear and clean tables during service.		
1. Replace soiled tablecloth.	___	___
2. Empty, clean, and replace ashtrays.	___	___
3. Crumb the table.	___	___
4. Clear dinnerware before dessert course.	___	___
5. Clear miscellaneous and center items.	___	___
6. Work quietly and efficiently.	___	___
II. Remove tableware, food, and linen after service.		
1. Remove all tableware to service tray.	___	___
2. Remove all linen and goods from table.	___	___
3. Return food and beverages to kitchen.	___	___
4. Unload, clean, or store items from tray.	___	___
5. Work quietly and efficiently.	___	___
6. Load service tray so that weight is evenly distributed.	___	___

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